Steps to a Platinum Project

Assessment

Needs Assessment
2. Identify Problem or Need (Refer to Participant-Centered Service model to generate ideas)
   a. Start with the end in mind: What do you hope to achieve?
   b. Determine value: Why is this project important?
   c. Impact: How will the project benefit customers?
   d. Who is your targeted audience?
3. Conduct Research

Things to Consider 🍎
- Identify resources
  o People (staff, PPTs, Sups, mentors, prior APLs)
  o Tools (PC, blogs, email, reports, phones, surveys, library, on line articles)
  o Time
- Identify potential obstacles
- Self-assess KSAs (knowledge, skills, abilities)
- How much depth is required?

Planning

Project Overview – Section I
1. Develop Goal (project purpose)
1. Develop *SMART* Objectives (Define Project Scope
2. outcomes) to include dates and deliverables
3. Develop Milestones (work plan

Project Organization - Section 2
1. Identify project team
2. Establish roles/responsibilities

Costs and Funding – Section 3
1. Assess time and resource needs
2. Assess funding needs

Project Approval Process
1. Obtain WIC Director's Approval
2. Submit completed Platinum Project Plan to State APL Consultant

Things to Consider 🍎
- Are all team members clear on the desired outcomes?
- Should you market your project to obtain buy-in/participation?

Implementation and Monitoring

Project Progress Check-ins
1. Complete necessary tasks to achieve milestones
2. Track progress related to tasks, roles, and dates, and make necessary changes
3. Keep team members and APL Consultant informed
4. Contact APL Consultant for assistance

Things to Consider 🍎
- Have goals and objectives changed along the way? If so, have I made necessary adjustments?
- Am I on target to meet completion dates?
- Are the tasks distributed appropriately/evenly?

Evaluation

Measure Results
1. Select or develop tool to evaluate project success
2. Measure project results through:
   a. Evaluation tool,
   b. Goals and Objectives met, or by
   c. Observations
3. Meet with team members to discuss overall project outcome:
   a. Lessons learned
   b. Strengths/weaknesses
   c. Opportunities/barriers

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Assessment	Planning	Implementation and Monitoring	Evaluation